



# Washington State Department of Early Learning

**“Kids’ Potential, Our Purpose.”**

## 10.5.1 Background Check Verification Policy and Procedure Tip Sheet

**When is it effective?** May 1, 2008

**What does it mean to me?**

As the assigned Licensor, you must now:

- Ensure child care staff, volunteers and others associated, who have unsupervised access to children in care have cleared criminal history background checks.
- Ensure that child care staff, volunteers and other associated, who have unsupervised access to children in care, who do not have a cleared background check on files, have submitted required background check forms.
- Verify that one hundred percent of all child care staff, volunteers and others associated, have a cleared background check, or have submitted the required background check forms, as outlined in the Background Check Verification Procedure.
- Comply with this policy and the attached Background Check Verification Procedure.
- **Nothing in this policy shall be construed as eliminating the requirements under WACS 170-06-0040, 170-151-470(1), 170-295-7050(3) and 170-296-0180(2) (b) that requires cleared background checks before being authorized for unsupervised access to children in care.**

**What is important to remember?**

- Respectfully communicate with the child care facility employees, volunteers and others associated.
- Staff will compare a list of staff associated with a license from the DEL background check form with a list of employees, volunteers and others associated with the license.
- Employees, volunteers and others associated with the license shall NOT have unsupervised access to children until their background checks have been cleared.

**Resources associated with the policy:**

- 10.5.1 Background Check Verification Policy
- 10.5.1 Background Check Verification Procedure
- School –Age Child Care Center Checklist
- Child Care Center Checklist
- Family Child Care Home Licensing Checklist
- Family Home Child Care Monitoring Checklist
- School-Age Child Care Center Monitoring Checklist
- Child Care Center Monitoring Checklist

**Training expectation:**

- Supervisors are responsible for ensuring that all licensing staff have read and understand and follow all new policies as they are distributed
- Once the full spectrum of licensing action policies are developed and approved, on-site training will occur

**“Together, with  
parents and  
partners, we offer  
children world-  
class learning  
opportunities so  
they reach their  
full potential.”**

**If you have  
questions, please  
contact:**

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Remember to include the  
name of the policy in the  
subject line!